



The Yale Broadcasting Co.
Incorporated

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NEW HAVEN, CONN.
Telephone 5-6284

PROGRAM DEPARTMENT

Inter Office Memorandum

PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR
ASSISTANT PROGRAM DIRECTOR (ADM.)
ASSISTANT PROGRAM DIRECTOR (OBNS)

NEWS DEPARTMENT
RECORD DEPARTMENT
SPORTS DEPARTMENT
CONTINUITY DEPARTMENT

SPECIAL EVENTS DIVISION
RECORDING DIVISION
SUPERVISORS
CHIEF ANNOUNCER - MONITOR

4/10/50

ATTENTION ALL ENGINEERS !!

READ AND HEED THIS OR PERISH !!!!!!!

THE LETTER POSTED ON THE BULLETIN BOARD WAS RECEIVED JUST AS VACATION STARTES FROM THE PICKERING COMPANY, WHICH MAKES THE PICKUP CARTRIDGES IN OUR TURNTABLE ARMS. IT IS MUST READING FOR ALL ENGINEERS !!! IF THE CONSTANT BREAKING OF CARTRIDGES BY DROPPING THEM ON A REVOLVING TURNTABLE DOES NOT CEASE, A SYSTEM OF FINES WILL BE INSTITUTED. THE QUALITY OF THE ENGIN- EERING HAS BEEN VERY POOR LATELY, WITH THE NEWEST MEMBERS BEI NG THE WORST OFFENDERS. OUR EQUIPMENT IS NOT INDESTRUCTABLE. WE HAD NONE OF THIS TROUBLE LAST SPRING, AND IN THE EARLY PART OF THE FALL, SO THAT IT CAN BE ELIMINATED. HELPFUL HINT: LIFT AND MOVE THE PICKUP ARM BY THE LITTLE FINGER GRIP ON THE SIDE RATHER THAN GRABBING THE ARM BETWEEN THUMB AND FIRST PINKIE. REMEMBER, A LITTLE EXTRA CARE WILL SOLVE THIS PROBLEM.

BE SURE TO READ THE LETTER ON THE BULLETIN BOARD !!!

Rich B
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NEW YORK OFFICE
NEW YORK OFFICE
NEW YORK OFFICE

The Yale Broadcasting Co.
Incorporated
PROGRAM DEPARTMENT
1400 Broadway, New York 10

WYLL
1400
NEW YORK

Dear Sirs:
Enclosed for you are two copies of a letterhead memorandum
dated and captioned as above. The letterhead memorandum
contains a copy of a letterhead memorandum dated and captioned
as above, which was received from the Federal Bureau of Investigation
on the date indicated.

Very truly yours,
[Signature]

[Faint, mostly illegible text follows, appearing to be a continuation of the memorandum or a separate document. The text is too faded to transcribe accurately.]